



INTERNATIONAL BOUNDARY AND WATER COMMISSION  
UNITED STATES AND MEXICO  
UNITED STATES SECTION

## United States Section Directive

Volume: II  
Chapter: 601  
Date: March 31, 2006

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<b>SUBJECT</b>	:	Personal Property Management
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<b>TO</b>	:	All Supervisors, U.S. Section Presidents, AFGE Locals 3060 & 3309
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<b>CONTROL</b>	:	General Services Office, Headquarters
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### 601.1 Requirements and Authority

The following references require the U.S. Section to establish and maintain inventory controls and accountability systems for all personal property under its control, and issue internal regulations to cover same:

Federal Property and Administrative Services Act of 1949 (63 Statute 378: PL 152), Financial Accounting Act of 1956 (Public Law 84-863), 41 CFR 101, and 41 CFR 102.

The references cited above, as well as all regulations referenced within them, are the basis for this Directive and take precedence over any area where there may be a contradiction.

### 601.2 Purpose


This Directive transmits the revised Personal Property Management Manual, which prescribes agency policy to be followed throughout the U.S. Section in managing and accounting for all personal property owned by or in the possession of the U.S. Section.

**601.3        Supersession**

This Directive cancels and supersedes U.S. Section Directive Volume II Chapter 601 Personal Property Management Procedures dated July 31, 1997.

**601.4        Effective Date**

This Directive is effective immediately upon signature.



Carlos Marin  
Acting Commissioner  
US Section

INTERNATIONAL BOUNDARY AND WATER COMMISSION  
UNITED STATES AND MEXICO  
UNITED STATES SECTION

**United States Section Directive**

Volume: II  
Chapter: 601  
Date: March 31, 2006

**US SECTION MANUAL NO: M601**

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**SUBJECT** : Personal Property Management Manual

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**TO** : All Supervisors, US Section  
Presidents, AFGE Locals 3060 & 3309

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**CONTROL** : General Services Office, Headquarters

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**M601.1** **Purpose**

The purpose of this Manual is to provide general and specific guidance, and specific instructions regarding property control and accountability for personal property owned or leased by the US Government and in the possession of the US Section.

**M601.2** **Control**

The responsibility for the issuance and maintenance of this Manual and supplemental handbook(s), when issued, is assigned to the Property Officer.

**M601.3** **Supersession**

This Manual cancels and supersedes US Section Manual 601 Property Management Procedures Manual dated July 31, 1997 and any Change Orders issued.

**M601.4** **Effective Date**

This Manual is effective immediately upon issuance of US Section Directive Volume II Chapter 601 Personal Property Management, revised March 31, 2006.

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#### **M601.5      General**

- a) This manual prescribes the policies, methods, and procedures governing the custody, use, and accountability of all US Government owned or leased personal property acquired by the United States Section, International Boundary and Water Commission, United States and Mexico (hereinafter referred to as the “US Section”) and held under its jurisdiction.
- b) The US Section assumes responsibility for the proper acquisition and disposal of all personal property in the custody of the agency, and is guided by the regulations, laws, guidelines, and other appropriate regulatory requirements of the US Government. In particular, the Federal Property Management Regulations (FPMR), Federal Management Regulations (FMR), General Services Administration (GSA), and the General Accounting Office (GAO) have specific processes and operating requirements affecting personal property management programs. The US Section’s policy statements herein contained are intended to provide more local and specific guidance while conforming to Government-wide requirements.
- c) This manual covers (1) types of property; (2) property accountability and liability; and (3) disposition of property.

#### **M601.6      Responsibilities**

- a) The Commissioner, US Section, is responsible overall for the establishment and maintenance of detailed inventory records covering all US Government owned or leased personal property acquired by the US Section and held under its jurisdiction. These records reflect all US Section personal property, all changes occurring by reason of sale, transfer, or other disposition, and all acquisition of additional personal property.
- b) The Chief Administrative Officer is responsible for providing technical supervision, direction and support through the Property Officer.
- c) The General Supply Specialist is hereby designated as Property Officer for the agency, and as such, is responsible for directing and evaluating the US Section’s personal property management operations. The Property Officer is also responsible for ensuring all Federal and US Section personal property rules, laws, regulations, guidelines, policies, and directives are followed to the extent required and in a manner most advantageous to the agency.
- d) Managers and supervisors are responsible for:

- 1) Being thoroughly familiar with and observing the provisions of this Manual, and any handbook(s) or SOP(s) that may be issued or authorized for use by the US Section;
  - 2) Assuring that personal property assigned to their work unit are operated and maintained in accordance with the provisions of this Manual and any handbook(s) or SOP(s) that may be issued or authorized for use by the US Section; and
  - 3) Bringing US Section Directive Volume II Chapter 601, this Manual and any handbook(s) or SOP(s) that may be issued or authorized for use by the US Section to the attention of all US Section employees who currently use US Government owned or leased personal property acquired by the US Section and held under its jurisdiction.
- e) Employees are responsible for assuring that all US Government owned or leased personal property acquired by the US Section and held under its jurisdiction is used for its stated purpose, solely for official business of the US Section, and in accordance with the provisions of this Manual and any handbook(s) or SOP(s) that may be issued or authorized for use by the US Section.

#### **M601.7      Official Use**

No supervisor or employee of the US Section shall authorize the use of personal property owned by or in the possession of the agency for other than official purposes. All supervisors and employees will be held strictly accountable for the misuse of such personal property in, or chargeable to, their custody. **Persons using such property for personal use are subject to disciplinary action in accordance with US Section Directive Volume 1 Chapter 665 Employee Conduct, Discipline, and Adverse Action, as amended.** The use of personal property and/or facilities in rendering assistance in times of major disasters is considered proper, if used in accordance with cooperative agreements or contracts, oral or written, which are consistent with the authority vested in the US Section.

#### **M601.8      Definitions**

- a) Accountable personal property – Currently, all non-expendable US Government owned personal property (with limited exceptions) held under the jurisdiction of the US Section is considered accountable personal property and is carried in the US Section's official database.

- b) Acquisition value – The cost to the Government of putting the property into use when it is originally acquired, including the item’s cost, transportation charges, and handling and storage cost.
- c) Board of Survey - Appointed by the Custodial Property Officer (CPO) to determine the condition of or investigate instances of loss or damage not considered to be of an unusual nature to personal property. A Board of Survey consists of three employees, at least one of who is familiar with the item being surveyed.
- d) Capitalized personal property – Nonexpendable personal property with an original acquisition cost of \$25,000 or more.
- e) Excess personal property – Any item of personal property, which is no longer, needed within the project, department, or division to carry out the functions of official duties or programs.
- f) Expendable property - All personal property, other than real property, which is consumed, loses its identity, or becomes part of another item of property when put to its proper use.
- g) Fair market value - The best estimate of the gross proceeds that would be recovered if the property were to be sold by competitive bid.
- h) Firearms - Any weapons (including flare and starter guns) which will or are designed to, or may be readily converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapons, or any muffler or silencer for such purposes. For purposes of this part, firearms are considered to be dangerous property.
- i) Fixed asset number – Also referred to as IBWC number or inventory number; a unique, five-digit number that is assigned to each item of personal property with its betterment number set to zero. Betterments to an item of personal property, such as attachments to loaders, are issued the same five-digit identification number, with each betterment numbered consecutively, beginning with 01.
- j) Non-expendable property - All personal property, other than real property, that is complete in itself, does not lose its identity or become a component part of another item when used, and is of a durable nature with an anticipated useful life of two years or longer.
- k) Official transfer – A transfer that involves the permanent physical relocation of an item of personal property.

- l) Personal property - Any property, except real property, of the Federal Government.
- m) Public body – Any department, agency, special purpose district, or any other instrumentality of a State or local Government, any Indian tribe, or any other Federal agency.
- n) Real property - Any interest in land, together with the improvements, structures, and fixtures located thereon.
- o) Salvage – Personal property that has value greater than its basic material content, but for which repair or rehabilitation is clearly impractical and/or uneconomical. All salvage personal property must be reported to GSA when it is declared excess to the agency, regardless of cost.
- p) Scrap - Personal property that has no value except for its basic material content.
- q) Special Board of Investigation - Appointed by the Commissioner or designated Staff Officer to investigate unusual losses and/or damages. The Special Board of Investigation will consist of a representative designated by the Chief Security Officer, the Chief Administrative Officer, and the President of the local jurisdictional chapter of the AFGE.
- r) Surplus personal property - Any excess personal property no longer required by the Federal agencies, as determined by GSA.
- s) Worn out in service – The US Section's term for personal property considered to be scrap or salvage. Also referred to as WOIS.

#### **M601.9      Property Administrator**

The Commissioner, US Section, is designated as Property Administrator for all US Government owned property acquired by the US Section and held under its jurisdiction. This includes US Government leased and owned buildings, offices, equipment, and any other real or personal property used by the US Section. This designation may not be delegated to other individuals; however, record keeping functions, and responsibility for the safekeeping, care, custody and proper utilization is usually assigned to the Property Officer.

#### **M601.10      Property Officer**

The General Supply Specialist is designated as Property Officer for all personal property acquired by the US Section. This includes US Government leased and owned equipment and any other personal property used by the US Section. This designation



may not be delegated to other individuals; however, record-keeping functions may be assigned to other individuals. In addition, the Property Officer serves as Property Administrator for all personal property assigned to the Office of the Commissioner.

#### **M601.11      Accountable Property Officer**

The Principle Engineer – Operations, Principle Engineer – Engineering, and the Chief Administrative Officer are designated as Accountable Property Officer for all personal property acquired by their Departments. This designation may not be delegated to other individuals.

#### **M601.12      Custodial Property Officer**

##### **a) Designation –**

- 1) Projects or Field Offices – The manager or supervisor of each project or field office is designated as Custodial Property Officer (CPO) for Government owned property acquired by the US Section and held under its jurisdiction. This includes US Government owned and leased buildings, offices, equipment, and any other real or personal property used by that project or office. This designation may not be delegated to other individuals; however, record keeping functions, and responsibility for the safekeeping, care, custody and proper utilization may be assigned to other individuals by the Custodial Property Office.
- 2) Headquarters – Each division, office or branch chief within Headquarters is designated as Custodial Property Officer (CPO) for Government owned property acquired by the US Section and held under its jurisdiction. This includes US Government owned and leased buildings, offices, equipment, and any other real or personal property used by that division, office or branch. This designation may not be delegated to other individuals; however, record keeping functions, and responsibility for the safekeeping, care, custody and proper utilization may be assigned to other individuals by the Custodial Property Officer.

##### **b) Responsibility –**

- 1) The Custodial Property Officer (CPO) is responsible for the safekeeping of all accountable personal property charged to the activity. He/She must ensure the proper care, custody and utilization of Government property, and the maintenance of records covering same, entrusted to them, in their possession, or under their direct supervision. The CPO must also ensure adequate security to prevent loss by theft, fire and improper safety considerations.

- 2) The CPO is tasked with ensuring that the Government is protected against the unauthorized use or misappropriation of property losses due to negligence. Thus, the safeguarding of and maintaining proper control over property is considered a primary responsibility of such designated supervisor.
  - 3) In the normal course of conducting business, the CPO must personally sign all documents related to property management. However, when the delay involved in obtaining such personal signature would seriously affect the expeditious handling of property transactions, certain documents (for example, Receiving Reports and Reports of Survey for Idle or WOIS Personal Property) may be signed by his/her designated assistant.
  - 4) The CPO will examine and review, on a continuous basis, all personal property under his/her jurisdiction as to condition and necessity. This will ensure a working inventory at the lowest practicable minimum. All property not needed or utilized will be reported to the Property Officer for reassignment within the US Section or, if reassignment is not feasible, for transfer or other disposal.
- c) Accountability Relief – A CPO will be relieved from responsibility for personal property under his/her jurisdiction under the following circumstances:
- 1) Transfer of entire inventory of all personal property to the incoming supervisor. When a change in supervision occurs, the incoming supervisor is **required** to formally accept full responsibility and accountability of all personal property in the custody of the incumbent supervisor. Both supervisors will sign IBWC-53 Certificate of Property Acceptance, which certifies that the incoming supervisor is satisfied as to the accuracy of the property inventory and has waived the requirement for a physical inventory.
  - 2) Transfer of a single item of personal property to another US Section office by use of IBWC-21 Property Transfer, which is signed by both transferring and receiving supervisors and approved by the Property Officer;
  - 3) Final disposition of an item of personal property by:
    - i. Transfer to another Federal agency on SF-122 Transfer Order: Excess Personal Property;
    - ii. Transfer to a public organization (State, county, city) on SF-123 Transfer Order: Surplus Personal Property; or
    - iii. Abandonment or destruction upon **written** authorization from the Property Officer.

### **M601.13 Protection and Storage of Personal Property**

- a) Each employee to whom personal property has been assigned by his/her immediate supervisor, or by the CPO, will be responsible for the care, protection and storage of such property. Proper storage facilities will be made available by the supervisor, if appropriate.
- b) The employee will sign form IBWC-22 Personal Property Custody Receipt, accepting the responsibility for each item of personal property assigned to him/her, including non-inventoried items such as hand tools. This form will be maintained on file at the project office to which the employee is assigned for the duration of his/her employment with the US Section. For employees assigned to Headquarters, the form will be maintained by the Property Officer in General Services.
- c) If at any time an employee returns an item for any reason, he/she is responsible for ensuring the custody receipt is dated and initialed by the employee and his/her supervisor, or by the CPO at the time the item is returned. The custody receipt will be retained on file for the duration of the employee's tour of duty at the project office. **It is important** for the employee to ensure the accuracy of all items listed on the custody receipt, as he/she will be held liable for any items issued but not accounted for upon transfer or termination.
- d) Upon transfer to another field office or termination of employment with the US Section, the employee will turn in all assigned property to the immediate supervisor. All property will be checked against form IBWC-22 Personal Property Custody Receipt signed by the employee. For each matching item, the form will be dated and initialed by the employee's supervisor. The original will be attached to a completed form IBWC-342 Agency Clearance Record before being submitted to General Services for further processing.
- e) The employee will fill out form IBWC-73 Report of Survey for Lost, Stolen or Damaged Personal Property for each unaccounted item **as soon as possible**, and explain the circumstances for the missing item.

### **M601.14 Property Accountability**

All personal property acquired by the US Section will be accounted for as prescribed in the following paragraphs.

### **M601.15 Accountability Records**

- a) Establishment –

- 1) Accountability records will be established and maintained to cover all nonexpendable personal property in the custody of the US Section, including personal property that is:
  - i. Purchased with US Section funds;
  - ii. Transferred from another agency on form SF-122 Transfer Order: Excess Personal Property;
  - iii. On loan from or loaned to another agency;
  - iv. Purchased with funds made available by another agency;
  - v. Rented from other Federal or non-Federal sources.
- 2) When nonexpendable personal property is assigned to the US Section by another Government agency, or purchased with funds made available by another agency, accountability records covering the property will be maintained while such property is in US Section custody.
- 3) Nonexpendable property rented to the US Section will be covered by contract or purchase order. It will not be accounted for as US Section-owned; however, records will be maintained in order to establish the necessary control over the property.
- 4) Nonexpendable property loaned by the US Section to another Federal agency for a period of time in excess of 24 hours will be covered by IBWC-19 Trust Receipt. Records will be established and maintained so as to ensure the necessary control over the property. The Trust Receipt will be renewed annually if the loan is for a period exceeding twelve months.
- 5) Equipment record forms, in original only, are to be prepared with each form being plainly identified "Rental" or "Loan," and indicating the terms and limitations of the rental or loan agreement, together with other pertinent information of memorandum nature. The equipment records will be maintained in a separate file.

b) Responsibility –

- i. The Information Management Division (IMD) is responsible for providing technical support for the currently approved database application, including design, implementation, and maintenance, if applicable.
- ii. The Property Officer will apply and adhere to the principles of accountability control, modified according to the demands of the currently approved database application.

- iii. The CPO will apply and adhere to the principles of accountability control, modified according to the demands of the currently approved database application.

#### **M601.16 Receipt of Personal Property**

- a) For each item of personal property received, the CPO, or the person he/she has designated to perform record-keeping functions, will enter all identifying information into the currently approved database application and print out a computer-generated form IBWC-140 Receiving Report. This Receiving Report will be signed by the CPO, or the person designated to act in his/her stead during absence, and submitted to the Property Officer within five (5) working days of receipt. The Receiving Report can be mailed, faxed, or scanned and emailed to the Property Officer as an attachment. The field office may retain the original on file if they send a faxed or scanned copy; otherwise, the original is to be mailed to the Property Officer, and a copy retained on file at the project office.
- b) The exception to M601.16(a) above is non-powered hand tools, such as hammers, screwdrivers, and wrenches.

#### **M601.17 Identification of Personal Property**

- a) **All** personal property acquired by the US Section, with the exceptions outlined in d), below, shall be identified as being Government owned by use of a decal, self-adhesive label, painted stencil, or electric pencil engraving with the legend "Property of USIBWC," or just "USIBWC" if surface space does not permit the entire legend. Vehicles and construction-type equipment, such as loaders, dozers, tractors, etc., shall be stenciled with the letters "USIBWC" and the fixed asset number, and the stencil shall be no less than four (4) inches in height.
- b) In addition, each item of personal property (with the exception of non-powered hand tools) will be identified with a unique five-digit fixed asset number with its betterment number defaulted to zero. Betterments to an item of personal property, such as attachments to loaders, are issued the same five-digit identification number, with each betterment numbered consecutively, beginning with 01. The betterment number is only required to be marked on betterments to the base asset, as in the following example:

Skid steer loader 24599 comes with three attachments: a trencher, bucket, and pallet forks. The loader is stenciled 24599 in 4-inch numbers; the trencher is 24599-01, the bucket is 24599-02, and the pallet fork assembly is 24599-03.

- c) Non-powered hand tools, such as hammers, screwdrivers, wrenches, and garden implements (shovels, rakes, etc.) shall be labeled with “USIBWC,” as provided in paragraph M601.17(a).
- d) Very small, delicate, or precision apparatus, which cannot be marked in a permanent manner without damage to the property, is exempt from any requirement for marking or numbering. However, these items shall still be issued a fixed asset number, carried on the official inventory, and accounted for as provided for in M601.18.

#### **M601.18 Inventory of Personal Property**

- a) Non-capitalized personal property – A physical inventory of all personal property not classified as capitalized shall be conducted by the CPO a minimum of every two years. The CPO may assign this task to another employee; however, the CPO is ultimately responsible for the accuracy of the inventory and is required to certify as to its correctness. An inventory report, signed by the CPO, will be submitted to the Property Officer no later than December 31 of the inventory year. The report shall list each item by fixed asset number, betterment number, description, make, model, serial number, location, and its condition (new, usable, needs repairs, salvage, scrap).
- b) Capitalized personal property –
  - 1) The Property Officer, or his/her designee, will conduct an annual physical inventory at each project and/or field office of all capitalized personal property owned by the US Section.
  - 2) The Property Officer and each CPO will be required to certify in writing that all capitalized personal property is accounted for. The CPO will submit a memorandum certifying that any item not physically verified by the Property Officer is under the control of the CPO and provide an explanation as to why the item was unavailable during inventory.
  - 3) The Property Administrator will be required to certify in writing that an annual physical inventory was conducted, and that all information on the attached reports of inventory is correct to his/her knowledge.

#### **M601.19 Transfer of Personal Property Between Project Offices**

Form IBWC-21 Property Transfer will be used to record all transfers of personal property between projects and/or offices at Headquarters.

- a) The Property Officer will be notified, either verbally or via email, prior to the actual physical transfer.
- b) The office transferring the item will initiate the form IBWC-21 and fill in the requested information for each item being transferred. The Custodial Property Officer will sign as Issuing Custodial Property Officer and forward the original form to the office receiving the item. The Receiving Custodial Property Officer will sign and forward the original form to the Property Officer for approval.
- c) Once the Property Officer has signed the form, he/she will process it and return a copy of the completed form to both Custodial Property Officers. The original will be kept on file in General Services Division in accordance with the current records management directive.

#### **M601.20      Transfer of Personal Property Between the US Section and Mexico**

US Government owned personal property acquired by the US Section and held under its jurisdiction may be transferred to the Comisión Internacional de Limitas y Aguas (CILA) Mexico. The transfer shall be coordinated at Headquarters and documented by a formal acceptance letter or other form. **No personal property shall be released to Mexico before the Property Officer has been notified of the impending transfer and provided with a list of equipment to be transferred.** Once the transfer has been effected, the field office will provide a copy of the documentation to the Property Officer so that the personal property can be removed from the CPO's inventory.

#### **M601.21      Disposal of Personal Property**

The FMR directs that each executive agency shall continuously survey property under its control to assure maximum use and shall promptly make personal property considered excess to its needs available for transfer to other agencies. Disposition of **all** personal property shall be coordinated with the Property Officer.

##### **a) Reporting Requirements –**

- 1) Firearms. All excess firearms, **regardless of acquisition cost or condition**, will be reported on form IBWC-72 Report of Idle or Worn Out In Service Personal Property.
- 2) Idle personal property. Idle personal property is that personal property which has been identified as excess to a project's need (idle). It shall be promptly reported on form IBWC-72 Report of Idle or Worn Out In Service Personal Property. The form IBWC-72 shall contain all pertinent information regarding the item, including description, make, model number, serial

number, inventory number, location, FSC (if known), acquisition cost, and condition code. In addition, if the item is a vehicle, additional information, such as GVWR (if known), odometer reading, engine type (gas or diesel), number of cylinders, and type of transmission should also be included. Any comments regarding the required repairs shall be noted under Remarks. Once completed, the form will be signed by the CPO and the original submitted to the Property Officer.

- 3) Scrap or salvage. Personal property that has outlived its useful life, has no commercial value, or the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale shall be reported on IBWC-72 Report of Idle or WOIS Personal Property. The Property Officer will, in turn, notify GSA of its availability for transfer. If GSA determines that the property has no commercial value, they may return it to the agency for disposal (abandonment, destruction, or donation), or offer it for sale through GSAXcess.
- b) Sale of Personal Property – **Without exception** all excess personal property that is not transferred to another Federal agency or to a State Agency for Surplus Property, or abandoned or destroyed, will be sold at auction by GSA. Employees of the US Section are not prohibited from bidding on these items.
- c) Removal from Accountability Records – An item of personal property shall be removed from the accountability records only under the circumstances outlined in paragraph M601.12(c) of this manual.

#### **M601.22 Lost, Stolen or Damaged Personal Property**

Any US Section employee who detects or suspects the loss of or observes damage to US Section-owned or leased personal property should make an oral report to his/her immediate supervisor. If the immediate supervisor is not the CPO, then proper channels shall be followed to notify the CPO.

- a) Lost, Stolen or Damaged Personal Property –
  - 1) The employee reporting the loss, theft, or damage will initiate form IBWC-73 Report of Lost, Stolen, or Damaged Personal Property and provide a complete narrative of the incident (attaching additional sheets, if necessary), sign and date the form, and submit it to his/her immediate supervisor.
  - 2) The employee's immediate supervisor will review the employee's statement and supporting documentation, if any. The supervisor will either accept the employee's statement as written, or indicate they have additional comments



and include those with the report. The supervisor will sign and date the report and submit it to the Custodial Property Officer.

- 3) The Custodial Property Officer will review the statements and supporting documentation, if any, and either recommend the employee be held liable for loss or damage or be relieved of liability. Any recommendation that the employee be held liable must be justified and included on the form or on a separate sheet(s) and attached to the form. The CPO will sign and date the form, and forward it to the USIBWC's Occupational Safety and Health Officer (OSHO).
- 4) The OSHO will review the complete package submitted by the reporting office, conduct his/her own investigation, and recommend action to be taken. His/Her report, along with the documentation received from the reporting office, will be forwarded to the appropriate Principal Engineer, the Chief Administrative Officer, and the Director, Human Capital for final concurrence.
- 5) If employee misconduct is found to be a determining factor, the Human Resources Office will provide guidance to the first-line supervisor of the necessary steps to be taken and the extent of liability to be assessed, as outlined in M601.22(b), below.

b) Liability for Damage or Loss –

- 1) The initial recommendation regarding any employee's financial liability for damaged or lost personal property will be made apart from and without prejudice to whatever personnel action may be appropriate, such as retraining, transfer, discipline, or other action.
- 2) A sliding scale will be used to assess the employee's liability based upon the total cost of repairs or replacement, as follows:
  - i. If the cost of repairs is \$250 or less, the employee will reimburse the US Section the full cost of repairs;
  - ii. If the cost of repairs exceeds \$250, the employee will reimburse the US Section at the rate of \$250 plus 10% of the balance, not to exceed \$500 per occurrence.
- 3) If the employee's actions warrant disciplinary measures, the Human Resources Office will provide guidance to the employee's first-line supervisor in the necessary steps to be taken.
- 4) If settlement can be effected, collection shall be made by the Financial Services Division.

- 5) In those instances where the employee is found liable but agreement for restitution cannot be reached, the Chief Administrative Officer (CAO) shall be so advised and furnished with copies of all documents, statements, etc., which establish the employee's indebtedness. The Financial Services Division will proceed with the necessary collection action upon written instructions from the CAO.
  - 6) All cases involving potential liability of an employee will be reviewed by the CAO, who will also participate in the final decision regarding such liability. The CPO will initiate any personnel action related to the final determination.
- c) Requirements for Reporting Loss and Damage to Law Enforcement Agencies –
- 1) When loss of or damage to personal property is less than \$500, a report to the local law enforcement agencies will be made at the discretion of the CPO.
  - 2) When loss of or damage to personal property occurs under the circumstances that indicate theft, breaking and entering, or other acts of vandalism, and the amount is in excess of \$500, the incident shall be reported by the employee or his/her supervisor immediately upon discovery to local law enforcement agencies. If the loss or damage exceeds \$1,000, the incident shall also be reported to the office of the Federal Bureau of Investigation (FBI) with jurisdiction over the area in which the loss occurred. In cities where such offices are located, the incident shall also be reported to GSA's Federal Protective Service (FPS).
  - 3) Initial verbal reports shall be confirmed, in writing, on official US Section letterhead. A notice of action taken, including the names of the law enforcement agency or agencies notified, shall be forwarded to the Commissioner through the CAO, with a statement of the circumstances of the case. A copy of the notice of action will be provided to the Property Officer.
  - 4) In the event a US Section employee or employees are involved in theft and/or malicious damage to US Section-owned or leased personal property, the Chief Security Officer shall be notified immediately, regardless of the dollar value of loss. All pertinent details shall be included in the report forwarded through management channels to the Commissioner.
- d) Accidents Involving US Section owned or leased Motor Vehicles or Equipment – Procedures for reporting accidents involving US Section owned or leased vehicles or equipment are covered in United States Section Directive Volume II Chapter 800 Motor Vehicle and Equipment Operator's Handbook.

**M601.23      Replacement Standards**

- a) Replacement standards predict the life span of nonexpendable property and should be used to establish an equipment replacement schedule. These standards should be reviewed periodically and updated, as necessary, to accurately reflect actual average life years for US Section equipment.
- b) Items that have reached their estimated life expectancy shall be inspected to determine whether replacement is actually necessary. Items in good working condition shall be retained even though standards permit replacement, unless technological advancement necessitates replacement.
- c) Where there is a continuing history of breakdowns on any individual item of personal property with a corresponding loss of productivity through downtime, consideration should be given to replacing that item sooner than established replacement standards permit.
- d) See Appendix A for the US Section's Table of Minimum Replacement Standards for Equipment Other than Motor Vehicles.
- e) Minimum replacement standards for motor vehicles are established by the General Services Administration and are listed in Appendix B.

# APPENDICES

**APPENDIX A**  
**US SECTION**  
**TABLE OF MINIMUM REPLACEMENT STANDARDS**  
**For Equipment Other than Motor Vehicles**

**\*\*NOTE\*\*** Refer to Dept of the Army Supply Bulletin H2 for a complete list of Federal Supply Classifications. The following list is used solely by the US Section.

FSC	DESCRIPTION	LIFE YEARS
10	Weapons	25
13	Ammunition	25
1940	Small water craft, including work boats, aluminum Boats, jon boats, etc	10
1955	Amphibious platforms and dredges	20
2305	Ground effect vehicles, including ATVs	10
2330	Trailers, including semi, cargo, boat, flatbed, and travel trailers. Excludes mobile storage units (5411) and mobile homes or offices (2331)	15
2331	Trailers, mobile home/office	20
2410	Tractors, full tracked, low speed. Includes crawlers and dozers	15
2420	Tractors, wheeled. Includes farm and industrial tractors, 4x2 and 4x4	10
25	Vehicular equipment components	10
2805	Boat motors	7
34	Saws and filing machines, <u>including</u> cutoff machines, band saws, bench saws, table saws, etc. <u>Excludes</u> chain saws (see 3695)	5
34	Other metalworking machinery. Includes grinding machines. (bench grinders and drill bit sharpeners); lathes; milling machines; planers and shapers; electric arc welding equipment (welders and welder- generators); gas welding, heating, cutting, and metalizing equipment (arc cutting machines, torches and tips, gas brazing machines, flame cutting machines, air plasma cutters); and other miscellaneous welding equipment (welder attachments, assemblies, carts, guns, outfits)	7

FSC	DESCRIPTION	LIFE YEARS
34	Bending and forming machines (includes brake machines and rebar fabricators); hydraulic and pneumatic presses (power driven); mechanical presses (power driven); portable machine tools (including pipe threaders); and machine shop sets, kits, and outfits	20
35	Laundry and dry cleaning equipment (including washers and dryers)	8
36	Printing, duplicating, and bookbinding equipment. Includes reproduction machines, photocopiers, offset presses, blueprint printing and developing machines.	5
36	Foundry machinery, related equipment, and supplies (including sandblasting hoods); Miscellaneous special industry machinery (including chain saws)	6
37	Soil preparation equipment (including harrows, plows, seed drills, seeder attachments, and sprayers); harvesting equipment (including chippers, cutters, and mowers)	10
37	Gardening implements and tools. Includes garden tractors, powered and non-powered lawn mowers, riding lawn mowers, hedge trimmers, etc.	7
38	Construction, mining, excavating, and highway maintenance equipment	12
39	Materials handling equipment. Includes conveyors, nonself-propelled material handling equipment (dollies, hand trucks, wheelbarrows), self-propelled warehouse trucks and tractors (forklifts, platform trucks), blocks, tackle, rigging and slings, and winches, hoists, overhead traveling cranes, and derricks.	12
41	Refrigeration, air conditioning, and air circulating equipment	7
42	Fire fighting, rescue, and safety equipment; and environmental protection equipment and materials	10
43	Pumps and compressors	12
44	Furnace, steam plant, and drying equipment	20
45	Plumbing, heating, and waste disposal equipment	10
46	Water purification and sewage treatment equipment	10
49	Maintenance and repair shop equipment	10
51	Hand tools	7
52	Measuring tools	15
54	Prefabricated structures and scaffolding (includes rigid wall shelters, storage tanks, and prefabricated tower structures)	20

FSC	DESCRIPTION	LIFE YEARS
5411	Mobile Storage Unit	20
5630	Pipe and Conduit, Nonmetallic	30
58	Cellular telephones	3
58	Desktop telephones, telephone systems	10
58	Telephone systems	10
58	Facsimile equipment, answering machines	7
58	Radio and television communication equipment (except airborne. Excludes home type radio and television equipment); Radio navigation equipment (except airborne. Includes direction finding equipment); Intercommunication and public address systems (except airborne); sound recording and reproducing equipment (excludes dictating machines); video recording and reproducing equipment (excludes photographic type equipment); underwater sound equipment; and miscellaneous communication equipment.	8
59	Electrical and electronic equipment components. Includes headsets, handsets, microphones and speakers; optoelectronic devices and associated hardware; antennas, waveguides, and related equipment; amplifiers; and miscellaneous electrical and electronic components	10
61	Electric wire, and power and distribution equipment. Includes generators and generator sets; solar electric power systems; and converters, electrical, nonrotating.	15
62	Lighting fixtures and lamps	12
63	Alarm, signal and security detection systems	12
66	Instruments and laboratory equipment	12
67	Photographic equipment	10
70	Automatic data processing equipment (including firmware, software, supplies and support equipment)	5
71	Furniture	15
73	Food cooking, baking, and serving equipment	7
74	Office machines, text processing systems and visible record equipment	8
77	Phonographs, radios and television sets (home type)	8
79	Cleaning equipment and supplies	8
8345	Flagpole	20
99	Miscellaneous items not classified in other groups	15

**APPENDIX B**  
**US SECTION**  
**TABLE OF MINIMUM REPLACEMENT STANDARDS**  
**For Motor Vehicles**

**\*\*NOTE\*\*** Minimum replacement standards are prescribed by the General Services Administration (GSA) and are set forth in the Federal Management Regulations (FMR), 41 CFR 102-34.280.

MOTOR VEHICLE TYPE	FSC	Years*	Or Miles*
Sedans/station wagons	2310	3	60,000
Ambulances	2310	7	60,000
Buses:	2310		
Intercity		n/a	280,000
City		n/a	150,000
School		n/a	80,000
Trucks:	2320		
Less than 12,500 pounds GVWR		6	50,000
Less than 12,500 pounds GVWR - diesel		8	150,000
12,500 – 23,999 pounds GVWR		7	60,000
12,500 – 23,999 pounds GVWR - diesel		10	150,000
24,000 pounds GVWR and over		9	80,000
24,000 pounds GVWR and over - diesel		10	250,000
4- or 6-wheel drive motor vehicles		6	40,000

\* Minimum standards are stated in both years and miles; use whichever occurs first



**APPENDIX C**  
**US SECTION**  
**FEDERAL SUPPLY CLASS CODES**  
**In Alphabetical Order**

**\*\*NOTE\*\*** Refer to Dept of the Army Supply Bulletin H2 for a complete list of Federal Supply Classifications. The following list is used solely by the US Section.

DESCRIPTION	LIFE	
	FSC	YEARS
55 gallon Drum dolly/truck .....	3920	12
Aerial cable car/seat .....	9999	15
Air compressor.....	4310	12
Air conditioner, all types.....	4120	7
Air stripper .....	9999	15
All terrain vehicle .....	2305	10
Ammunition .....	1305	25
Analyzer, automotive.....	4910	10
Analyzer, other than automotive.....	6665	12
Answer unit, telephone.....	5835	7
Antenna .....	5985	10
Apparatus, water .....	6680	12
Appliance dolly/truck.....	3920	12
Attachment, backhoe (all types) .....	3805	10
Attachment, truck and tractor (all types).....	3830	10
Auger, shop-type .....	5120	7
Autoclave .....	6640	12
Backhoe loader.....	3805	12

DESCRIPTION	LIFE	
	FSC	YEARS
Balance, laboratory .....	6670	12
Balancer, wheel .....	4910	10
Base station, radio.....	5820	8
Bead breaker, tire .....	4910	10
Bender, all types .....	3441	20
Block, crane hook.....	3940	12
Blower, shop-type.....	4140	7
Boat, all types (small craft) .....	1940	10
Bookcase, all types (wood, metal, upper units).....	7110	15
Boom, dragline .....	3815	12
Brad nailer, pneumatic.....	5130	7
Brake machine .....	3441	20
Breaker, paving.....	3895	12
Bridge, conductivity.....	6625	12
Bucket, dragline or crane .....	3815	12
Cabinet, combination lock.....	7110	15
Cabinet, file .....	7110	15
Cabinet, fire proof.....	7110	15
Cabinet, microfiche .....	7110	15
Calculator, all types.....	7420	8
Calibrator .....	6625	12
Camera, motion picture (video, VHS, closed circuit) .....	6710	10
Camera, still-picture (35MM, digital, etc) .....	6720	10
Card reader, calculator.....	7420	8
Chain saw, all types.....	3695	6
Chair, all types .....	7110	15
Changer, tire .....	4910	10
Charger, battery.....	6130	15
Charger, refrigerator.....	4130	7
Chart drive .....	6680	12
Chest, freezer.....	4110	7
Chipper, tree.....	3750	7
Cleaner, vacuum, household .....	7910	8
Cleaner/washer, shop-type .....	4940	10
Compactor (includes earth, roller, pneumatic type).....	3895	12
Compressor/component analyzer.....	4310	12

DESCRIPTION	LIFE	
	FSC	YEARS
Computer, flow calculation.....	7042	5
Controller, 4 channel .....	5895	8
Controller, radio.....	5820	8
Controller, survey.....	6675	12
Conveyor, warehouse .....	3910	12
Cooler, water .....	4110	7
Copy board, electronic.....	7490	8
CPUs, all types (laptop, server, desktop, tower) .....	7021	5
Crane, electric .....	3950	12
Crane, hydraulic.....	3810	12
Crane, mobile .....	3810	12
Crane, shop, portable .....	3950	12
Crane, sounding.....	6350	12
Crane, truck mounted .....	3810	12
Credenza/base unit.....	7110	15
Crusher, oil filter.....	4940	10
Cutter, tractor attachment (all types) .....	3720	7
Cutter, wire rope, hand .....	5110	7
Decade box.....	6625	12
Degreaser .....	4940	10
Deheader, drum .....	3950	12
Deionizer.....	4610	10
Descrambler, satellite .....	5820	8
Desk .....	7110	15
Detector .....	6665	12
Dialer, burglar alarm, auto.....	5810	10
Digger, hydraulic.....	3820	12
Digger, posthole.....	5130	7
Digitizer/digitizing tablet.....	7025	5
Disc, grading.....	3710	7
Disc, plow .....	3710	7
Dispenser (includes fuel, grease, lube, oil) .....	4930	10
Dispenser, tire sealant.....	4930	10
Display unit, liquid crystal .....	5980	10
Display, ADP .....	7025	5
Distomat, EDM.....	6675	12

DESCRIPTION	LIFE	
	FSC	YEARS
Ditch digger.....	3805	12
Dosimeter, noise .....	6665	12
Dragline, amphibious .....	1955	20
Drill, cordless .....	5130	7
Drill, core sample.....	3820	12
Drill, electric .....	5130	7
Drill, hammer .....	3820	12
Drill, jack hammer .....	3820	12
Drill, rock .....	3820	12
Drill, rotary hammer.....	5130	7
Dryer, clothes.....	3510	8
Duplexer.....	5895	8
Encoder, shaft .....	6680	12
Excavator, crawler.....	3805	12
Eye washer.....	4240	10
Fabricator, rebar .....	3441	20
Fan, all types.....	4140	8
Filter holder assembly .....	6640	12
Fire fighting apparatus .....	4210	10
Flagpole.....	8345	20
Flash, camera .....	6760	10
Flexifloat, barge.....	1945	20
Flow recorder .....	6680	12
Flume, trapezoidal .....	9999	15
Forklift .....	3930	12
Fountain, drinking.....	4110	7
Frame, manhole.....	5630	30
Frame, vault.....	5630	30
Furnace, muffle .....	6640	12
Furnace, wall .....	4520	10
Furniture, mail room.....	7110	15
Gage, wire weight.....	5210	15
Generator.....	6115	15
Generator, solar.....	6117	15

DESCRIPTION	LIFE	
	FSC	YEARS
Grader, motor/road .....	3805	12
Grinder, bench.....	3415	7
Gun, grease .....	4930	10
Gun, rivet .....	5130	7
Hammer, air.....	5130	7
Hammer, pneumatic trench.....	5130	7
Hammer, rotary.....	5130	7
Hammer, tool.....	5120	7
Hand lift dolly truck.....	3920	12
Harrow, disc .....	3710	10
Harrow, tandem .....	3710	10
Headset.....	5965	10
Heater, all types .....	4520	10
Hoist, all types .....	3950	12
Hood, sandblasting, air fed.....	3680	6
Hopper (includes self dump, sand storage).....	3895	12
Hydrologger .....	6625	12
Hygrothermograph.....	6685	12
Incubator, field .....	6640	12
Indicator, water level.....	6680	12
Jack, all types.....	4910	10
Jack, non-powered .....	5120	07
Jib assembly, crane .....	3815	12
Kit, fecal coliform.....	6630	12
Label maker .....	7490	8
Lathe .....	3416	7
Lectern, all types.....	5830	10
Lens, camera .....	6760	10
Lens, projector.....	6760	10
Level, engineers .....	6675	12
Lift, automotive.....	4910	10
Lift, transmission .....	4910	10

DESCRIPTION	LIFE	
	FSC	YEARS
Lifter/rotator, drum.....	3950	15
Light tower, portable.....	6230	12
Loader (includes full track, wheel, and skid-steer).....	3805	12
Locator, magnet.....	6625	12
Machine, arc cutting.....	3433	7
Machine, binding.....	3610	5
Machine, blast cleaning/sandblasting.....	4940	10
Machine, dictating.....	7450	8
Machine, ice making.....	4110	7
Machine, paint roller/sprayer.....	4940	10
Machine, paving.....	3895	12
Machine, reproduction.....	3610	5
Machine, threading.....	5180	7
Machine, transcribing.....	7450	8
Machine, trowelling.....	5130	7
Manifold gauge set.....	6620	12
Manometer.....	6685	12
Mechanical dolly truck.....	3920	10
Metal spray torch kit.....	3470	7
Meter, air velocity.....	6680	12
Meter, current.....	6625	12
Meter, electric/electronic.....	6625	12
Meter, fuel dispenser.....	4930	10
Meter, open flow.....	6680	12
Meter/probe, dissolved oxygen.....	6630	12
Metered mail system.....	7490	8
Micrometer.....	5210	15
Microphone.....	5965	10
Microscope.....	6650	12
Microwave oven.....	7310	7
Milling machine.....	3417	7
Mixer/shaker, paint.....	4940	10
Mixer, cement.....	3895	12
Modem, radio.....	5895	8
Module, key lamp.....	5805	10
Module, solar.....	6117	15
Monitor, gas.....	6665	12

DESCRIPTION	LIFE	
	FSC	YEARS
Motor, outboard.....	2805	7
Motorized personnel carrier.....	2305	10
Mower, tractor attachment (all types).....	3720	10
Mower, lawn, powered/non-powered.....	3750	7
Mower/Tractor, lawn, riding.....	3750	7
Multimeter.....	6625	12
Opener, envelope, electric.....	7490	8
Oscilloscope.....	6625	12
Oven, electrode.....	5999	10
Pallet forks.....	3805	12
Paper shredder, desk.....	7490	8
Paper Shredder, industrial.....	3616	10
Particle generator.....	4240	10
Personal digital assistant (PDA).....	7035	5
Photocopier (including engineering).....	3610	5
Photometer.....	6760	10
Plane, electric.....	5130	7
Planer/shaper.....	3418	7
Planimeter.....	6675	12
Platform, amphibious (dredge).....	1955	20
Platform, suspended personnel.....	4940	10
Plotter.....	7025	5
Plow, regrowth.....	3710	10
Pot, paint pressure.....	4940	10
Power supply, DC.....	6130	15
Press, arbor.....	3444	20
Press, drill, electric.....	3443	20
Press, drill, manual.....	3444	20
Press, hydraulic floor/shop.....	3442	20
Press, pneumatic.....	3442	20
Printer.....	7025	5
Printer, calculator.....	7420	8
Probe Kit, logic.....	6635	12
Probe, depth, nuclear.....	6635	12
Probe, multi.....	6635	12

DESCRIPTION	LIFE	
	FSC	YEARS
Probe, temperature .....	6685	12
Projector, all types .....	6730	10
Pump, all types except bucket or grease .....	4320	12
Pump, bucket or grease .....	4930	10
Punch, paper, electric.....	7520	7
Radio, all types .....	5820	8
Rain gage.....	6660	12
Rake, rock/root.....	3830	12
Range finder .....	6650	12
Range pole/tripod .....	6675	12
Range, cooking (electric or gas).....	7310	7
Reader, microfiche .....	6730	10
Reader, other media .....	7025	5
Reader/printer, microfiche .....	6730	10
Receiver, global positioning.....	5825	8
Receiver, satellite .....	5820	8
Receiver, translation.....	5820	8
Recorder.....	6625	12
Recorder, cassette .....	5835	8
Recorder, micro cassette .....	7450	8
Recorder, reel to reel .....	5835	8
Reel, grease/oil assembly.....	4930	10
Reel, measuring .....	5210	15
Reel, sounding .....	5845	8
Reel, spring rewind .....	3895	12
Refrigerant recovery station.....	4130	7
Refrigerator.....	4110	7
Repair kit, automotive .....	2540	10
Repeater station, radio.....	5820	8
Respirator fit tester.....	4240	10
Revolver.....	1005	25
Rod, leveling .....	6675	12
Roller (includes pneumatic, road, sheepsfoot) .....	3895	12
Router.....	7025	5
Safe, combination.....	7110	15



DESCRIPTION	LIFE	
	FSC	YEARS
Safety net.....	4240	10
Safety lifeline/belt.....	4240	10
Sampler, composite .....	6695	12
Sampler, sewer.....	6695	12
Sampler, water.....	6695	12
Saw (includes band, bench, cut off, radial, shop, table).....	3405	5
Scaffold unit.....	5440	20
Scale .....	6670	12
Scanner.....	7025	5
Scanner, heat .....	6685	12
Scraper.....	3830	12
Screen, projection.....	6730	10
Security system .....	6350	12
Self contained breathing apparatus .....	4240	10
Separator, oil/water.....	4320	12
Sharpener, drill bit.....	3415	7
Sharpener, pencil, electric.....	7520	8
Siren .....	6350	12
Sofa.....	7110	15
Sounding weight.....	6605	12
Spectrophotometer .....	6650	12
Sprayer, herbicide.....	4940	10
Stapler, electric .....	7520	8
Station, conventional, VHF.....	5820	8
Station, desktop.....	5895	8
Sterilizer .....	6640	12
Still .....	9999	15
Storage tank, fuel .....	5430	20
Storage tank, propane .....	5430	20
Storage tank, water .....	5430	20
Street sweeper .....	3825	12
Stretcher.....	6530	15
Stroboscope.....	6680	12
System, air plasma cutter.....	3433	7
System, gas purge.....	4235	10
System, heating & cooling.....	4120	7
System, mic pick up, translation .....	5820	8

DESCRIPTION	LIFE	
	FSC	YEARS
System, modular furniture .....	7110	15
System, paging (speakers).....	5830	10
System, pressure measurement.....	6685	12
System, pump.....	9999	15
System, soil venting.....	4235	10
System, telephone, office .....	5805	10
System, voice mail.....	5805	10
Table .....	7110	15
Tamper, backfill.....	3895	12
Telecopier/fax machine.....	5815	7
Telephone set .....	5805	10
Telephone, cellular.....	5805	3
Telephone, conference/speaker.....	5805	10
Telephone, cordless.....	5805	10
Telephone, satellite .....	5805	3
Television.....	7730	8
Terminal, ADDS programming .....	7042	5
Tester/test set.....	6625	12
Theodolite .....	6675	12
Thermometer.....	6685	12
Threader, pipe.....	3450	20
Timer.....	6645	12
Tool, power actuated .....	5130	7
Tool box.....	5140	7
Tool kit, general .....	5180	7
Torch, all types.....	3433	7
Total station, robotic.....	6680	12
Tower, antenna.....	5445	20
Tower, radio .....	5445	20
Tractor, wheeled, all types .....	2420	10
Tractor, full tracked, high speed .....	2430	15
Tractor, full tracked, low speed.....	2410	15
Trailer .....	2330	15
Trailer, connex.....	5411	20
Trailer, mobile home/office.....	2331	20
Transducer.....	6695	12

DESCRIPTION	LIFE	
	FSC	YEARS
Transit, engineers.....	6675	12
Transmitter, alert.....	6695	12
Transmitter, differential pressure .....	6695	12
Transmitter, translation.....	5820	10
Transmitter, water.....	6695	12
Trencher.....	3805	12
Trimmer/edger, lawn.....	3750	07
Trimmer, hedge.....	3750	07
Truck/wheel base, 3 or 4 wheel .....	3950	12
Truck, electric pallet.....	3930	12
Truck bed .....	2510	10
Tuner/timer, VCR .....	5836	10
TV/VCR combination.....	7730	8
Typewriter .....	7430	8
Undercutter.....	4940	10
Underwater breathing unit.....	4240	12
Universal puller kit .....	5120	7
Van, storage .....	5411	20
Vibrator, concrete.....	3895	12
Video cassette recorder (VCR).....	5836	10
Vise/threader.....	5120	7
Walkie/talkie .....	5820	8
Wall set, radio .....	5820	8
Walls, folding.....	9999	15
Washer, clothes .....	3510	8
Watchman's clock, guard.....	6645	12
Water softener .....	4610	10
Weighing in motion system .....	6670	12
Welder .....	3431	7
Welder attachments.....	3438	7
Welder/cutter .....	3433	7
Welding rod oven.....	4430	20
Wheel saw attachment .....	3805	12
Winch.....	3950	15

<b>DESCRIPTION</b>	<b>LIFE</b>	
	<b>FSC</b>	<b>YEARS</b>
Word processor.....	7435	8
Work platform, self propelled.....	4940	10
Work station.....	7110	15
Wrench, impact (including electric, pneumatic).....	5130	7
Wrench, torque.....	5120	7

## **APPENDIX D**

### **LIST OF FORMS**

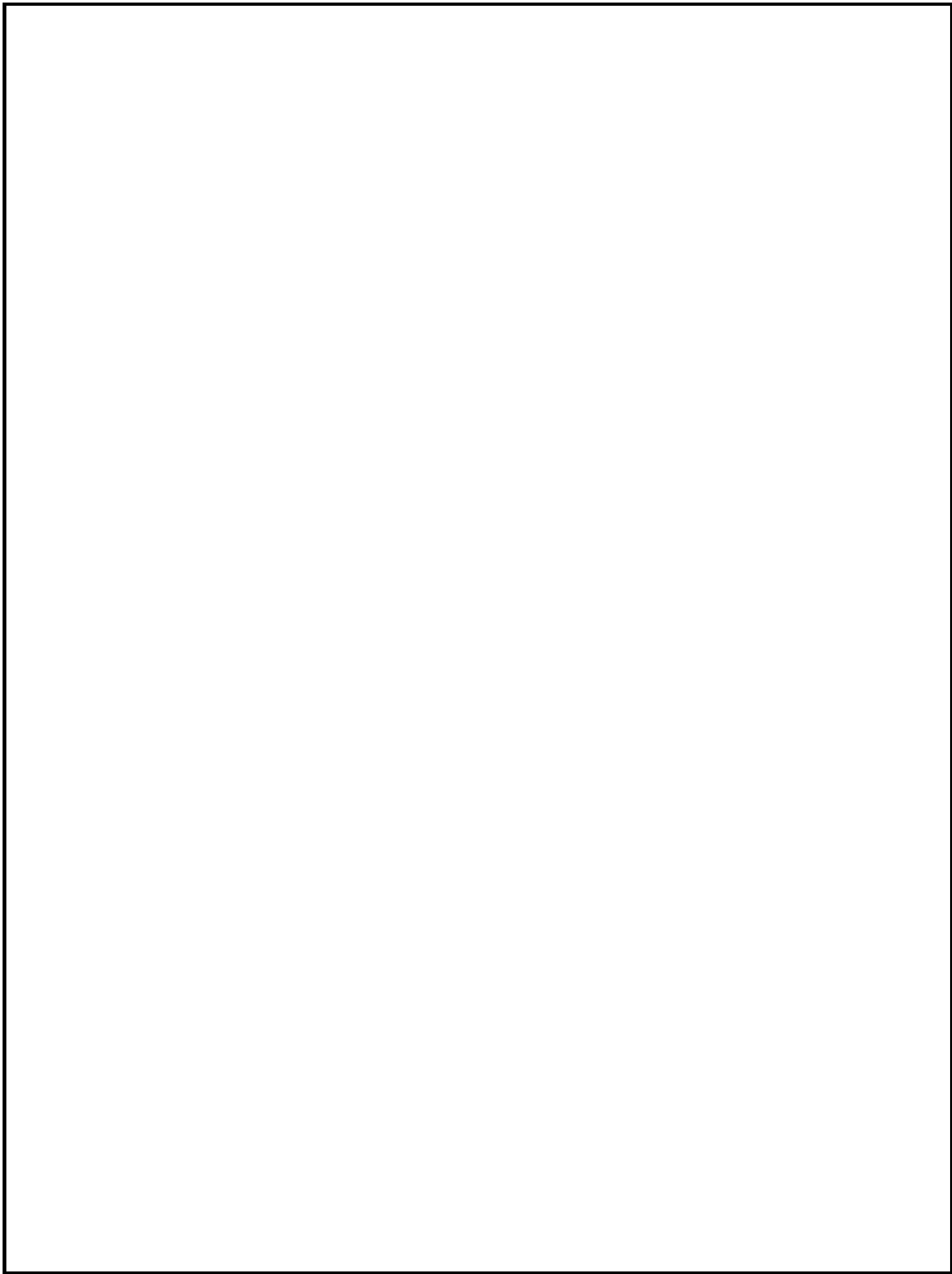
<b>Form</b>	<b>Description</b>
IBWC – 019	Trust Receipt
IBWC – 021	Property Transfer
IBWC – 022	Personal Property Custody Receipt
IBWC – 053	Certificate of Property Acceptance
IBWC – 072	Report of Idle or Worn Out in Service Personal Property
IBWC – 073	Report of Survey for Lost, Stolen or Damaged Personal Property
IBWC – 140	Receiving Report
IBWC – 342	Agency Clearance Record
SF – 122	Transfer Order: Excess Personal Property
SF – 123	Transfer Order: Surplus Personal Property

*UNITED STATES SECTION  
INTERNATIONAL BOUNDARY AND WATER COMMISSION  
UNITED STATES AND MEXICO*


*UNITED STATES SECTION  
INTERNATIONAL BOUNDARY AND WATER COMMISSION  
UNITED STATES AND MEXICO*

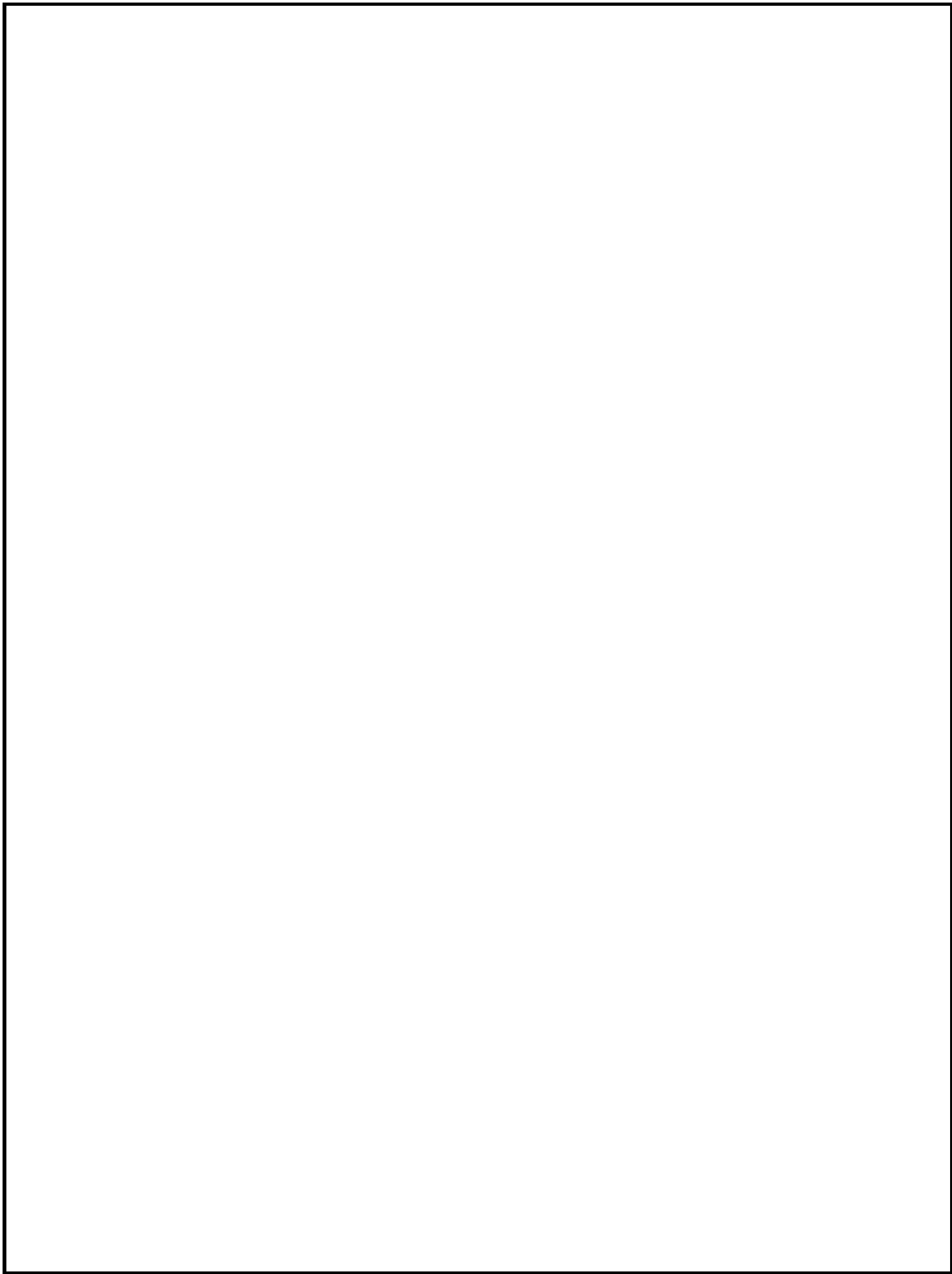

*UNITED STATES SECTION  
INTERNATIONAL BOUNDARY AND WATER COMMISSION  
UNITED STATES AND MEXICO*



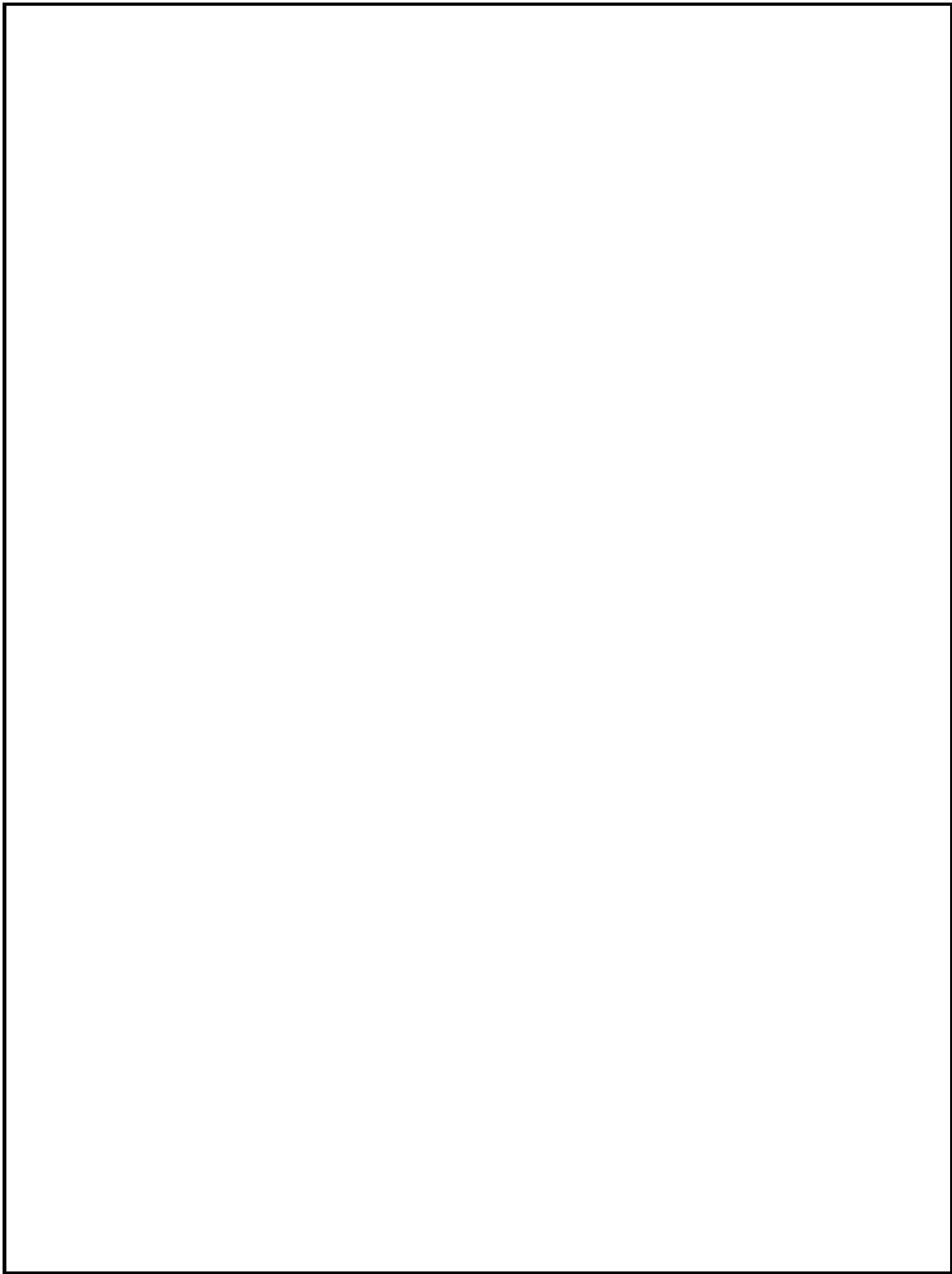


*UNITED STATES SECTION  
INTERNATIONAL BOUNDARY AND WATER COMMISSION  
UNITED STATES AND MEXICO*

*UNITED STATES SECTION  
INTERNATIONAL BOUNDARY AND WATER COMMISSION  
UNITED STATES AND MEXICO*



*UNITED STATES SECTION*  
*INTERNATIONAL BOUNDARY AND WATER COMMISSION*  
*UNITED STATES AND MEXICO*





**UNITED STATES SECTION  
INTERNATIONAL BOUNDARY AND WATER COMMISSION  
UNITED STATES AND MEXICO  
FIXED ASSET RECEIVING REPORT**

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**SECTION 1 - IDENTIFICATION OF PERSONAL PROPERTY**

---

**PURCHASE ORDER # :**

**DATE RECEIVED:**

**ACQUISITION COST:**

**DESCRIPTION:**

**MAKE:**

**MODEL:**

**SERIAL #:**

**ROOM ID:**

**SUBLOCATION:**

**ROOM DESCRIPTION:**

---

**SECTION 2 - TYPE OF PERSONAL PROPERTY**

---

The personal property identified in Section 1 is movable in character, has not been permanently affixed to structures or other facilities, will not lose its identity when put to its intended use, and has an expected life of more than one year. It is to be added to my personal property inventory and has been assigned the following Fixed Asset Number:

**Signed:**

\_\_\_\_\_  
(Accountable Supervisor)

\_\_\_\_\_  
(Date)

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**SECTION 3 - FOR PROPERTY OFFICER USE ONLY**

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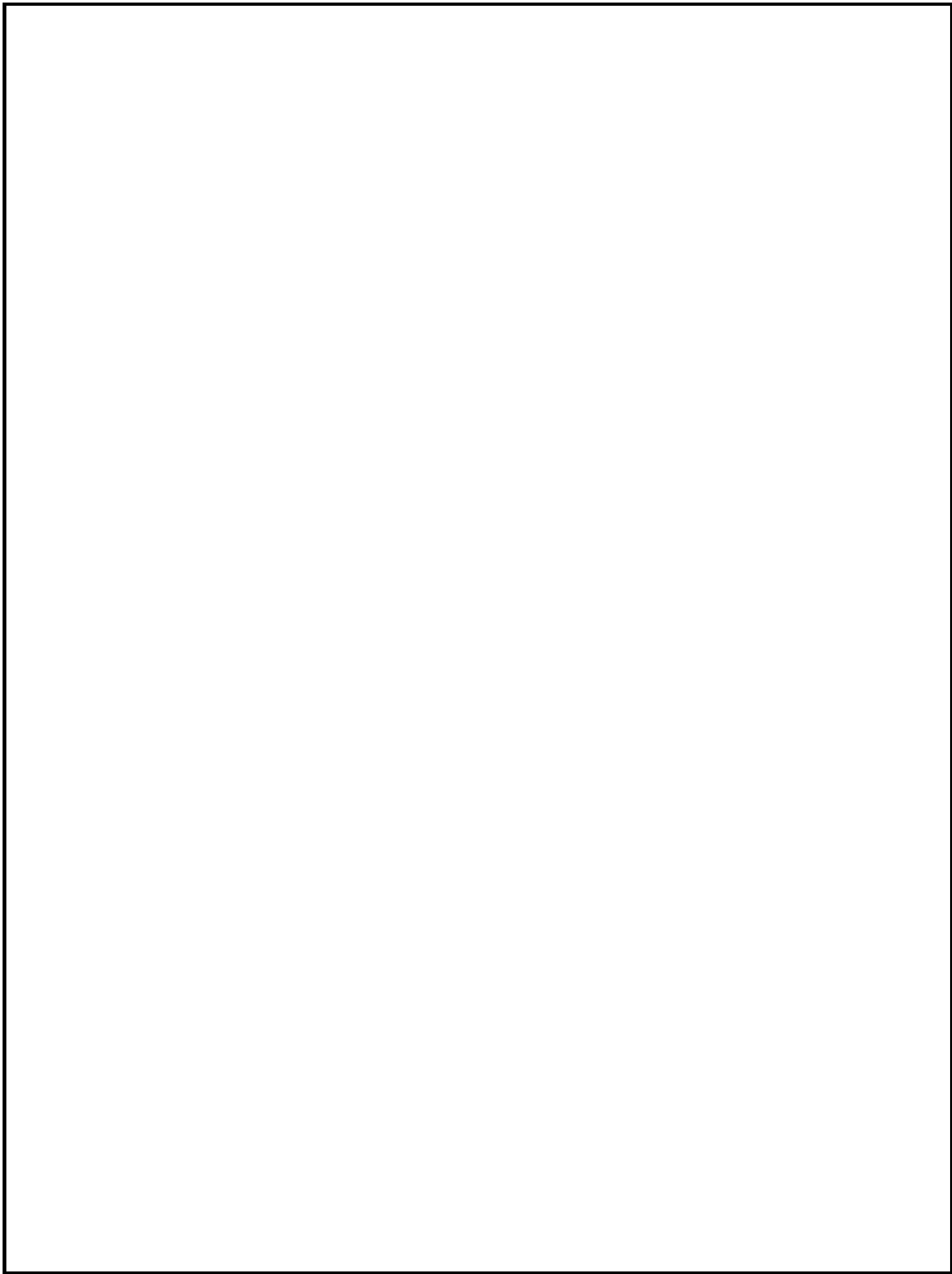
Date Received:

Fixed Asset #:

Copy to Field:

*UNITED STATES SECTION  
INTERNATIONAL BOUNDARY AND WATER COMMISSION  
UNITED STATES AND MEXICO*



The Agency Clearance Record is used to ensure that all property is accounted for before a departing employee is issued his/her final check. Therefore, it is critical that the form be completed in a timely manner and submitted to Headquarters as close as possible to the time the employee separates from employment with the USIBWC. It can be completed and submitted prior to the employee's separation date.

## **Part 1 – Employee Data**

To be completed by the employee's supervisor.

Enter the following information: date prepared, employee's payroll number (usually their social security number), the employee's correct name, and the date the employee is to separate from employment with the USIBWC, whether by resignation, retirement, transfer to another Federal agency, or other reasons.

The supervisor will obtain from the employee all items listed on the form and/or in the certification. Cut government purchase card, travel card, telephone calling card, and telephone conference card in half. Place these items, along with the employee's U.S. Government identification card, Commission identification card, and driver's license into an envelope and attach it to the form IBWC – 342. Keys, books, reports, computer equipment, etc., should be retained at the worksite. A list of the books, reports, computer equipment, and other equipment retained at the worksite should be included with the form IBWC – 342. The name and telephone number of a contact person who can provide information regarding these items should be shown on the form.

The Custodial Property Officer (Project Manager or Division Chief) should date and sign the form. The form, list of equipment, etc. that is retained at the worksite, and the envelope containing the various cards, etc., are to be mailed to Headquarters, to the attention of the Property Officer.

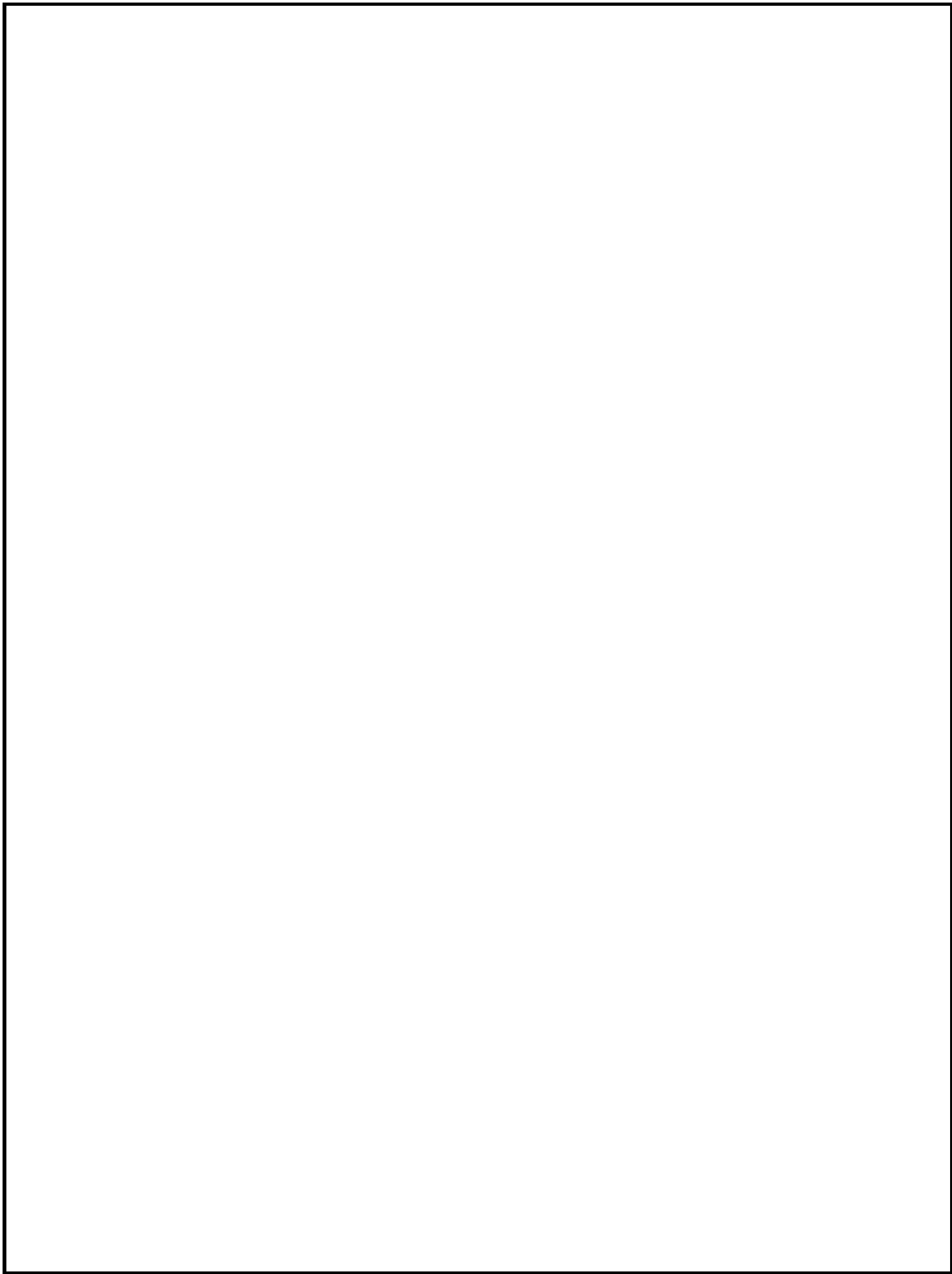
Because this form has, or may have, a social security number on it, it must be treated as confidential to satisfy the provisions of the Privacy Act.

## **Parts 2, 3, and 4**

The form will be routed and completed in the order listed on the form. Each will obtain such information as is needed and route to the next person on the form. If there are any problems that would delay the processing of the employee's final check, the Custodial Property Officer should be contacted immediately to resolve the problem.

The Financial Services Division will retain the form as part of their documentation of the employee's financial records.





<b>TRANSFER ORDER SURPLUS PERSONAL PROPERTY</b>		1. ORDER NUMBER(S) a. _____ b. _____		FORM APPROVED OMB NUMBER  <b>3090-0014</b>		PAGE    OF                      PAGES	
2. TYPE OF ORDER  <input type="checkbox"/> STATE AGENCY <input type="checkbox"/> DOD(SEA) <input type="checkbox"/> FAA		3. SURPLUS RELEASE DATE		4. SET ASIDE DATE		5. <input type="checkbox"/> NON-REPORTABLE <input type="checkbox"/> REPORTABLE	
7. TO <b>GENERAL SERVICES ADMINISTRATION*</b>				6. TOTAL ACQUISITION COST			
9. HOLDING AGENCY <i>(Name and address)*</i>				8. LOCATION OF PROPERTY			
				<b>10. FOR GSA USE ONLY</b>			
				SOURCE CODE <input type="checkbox"/>			
				STATE <input type="checkbox"/> <input type="checkbox"/> CITY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
				TYPE OF DONATION <input type="checkbox"/> <input type="checkbox"/>			
				ADJUSTED ALLOCATION CODE <input type="checkbox"/> <input type="checkbox"/>			
11. PICKUP OR SHIPPING INSTRUCTIONS*							

12. SURPLUS PROPERTY LIST							
L/I NO. (a)	IDENTIFICATION NUMBER(S) (b)	DESCRIPTION (c)	DEMIL. CODE (d)	COND. CODE (e)	QUANTITY AND UNIT (f)	ACQUISITION COST	
						UNIT (g)	TOTAL (h)

<b>13. TRANSFEREE ACTION</b>  Transferee certifies and agrees that transfers and donations are made in accordance with 41 CFR 101-44, and to the terms, conditions, and assurances as specified on this document.	<b>a. TRANSFEREE</b> <i>(Name and address of State Agency, SEA, or public airport) *</i>	<b>b. SIGNATURE AND TITLE OF STATE AGENCY OR DONEE REPRESENTATIVE</b>	<b>c. DATE</b>
		<b>d. SIGNATURE OF HEAD OF THE SEA</b> <i>(School or National Headquarters)</i>	<b>e. DATE</b>

<b>14. ADMINISTRATIVE ACTION</b>  I certify that the administrative actions pertinent to this order are in accordance with 41 CFR 101-44 and as specified on this document have been and are being taken.	<b>a. DETERMINING OFFICER</b> <i>(DOD or FAA) *</i>	<b>b. SIGNATURE OF DETERMINING OFFICER</b>	<b>e. DATE</b>
	<b>d. GSA APPROVING OFFICER</b>	<b>e. SIGNATURE OF APPROVING OFFICER</b>	<b>f. DATE</b>

Transferee certifies and agrees that transfers and donations are made in accordance with 41 CFR 101-44, and to the terms, conditions, and assurances as specified on this document.

a. TRANSFEREE (Name and address of State Agency, SEA, or public airport)\*

b. SIGNATURE AND TITLE OF STATE AGENCY OR DONEE REPRESENTATIVE	c. DATE
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d. SIGNATURE OF HEAD OF THE SEA (School or National Headquarters)	e. DATE
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#### 14. ADMINISTRATIVE ACTION

I certify that the administrative actions pertinent to this order are in accordance with 41 CFR 101-44 and as specified on this document have been and are being taken.

a. DETERMINING OFFICER (DOD or FAA)\*

b.SIGNATURE OF DETERMINING OFFICER

e. DATE	
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d.GSA APPROVING OFFICER

e. SIGNATURE OF APPROVING OFFICER

f. DATE
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## CERTIFICATIONS, AGREEMENTS, AND ASSURANCES

The transferee specified in block 13a on the obverse of this transfer order, in consideration of and for the purpose of obtaining any or all property for donation covered by such transfer order, recognizes and agrees that any such transfer will be made by the United States in reliance on the following certifications, agreements, and assurances:

### 1. OFFICIAL SIGNING IN BLOCK 13b AS REPRESENTATIVE OF:

a. **STATE AGENCY.** (1) As a condition of the allocation of property listed in block 12, the State agency, for itself, and with respect to any such property to be distributed in an adjacent State, pursuant to an approved InterState Distribution Agreement as agent for an authorized representative of the adjacent State, hereby certifies:

(a) It is the agency of the State designated under State law and as such has legal authority within the meaning of section 203(j) of the Federal Property and Administrative Services Act of 1949, 63 Stat. 386, as amended (hereinafter referred to as the Act), and the regulations of the General Services Administration to receive surplus property for distribution within the State to eligible donees within the meaning of the Act and regulations.

(b) The property listed on this document or attachments hereto is usable and needed by a public agency for one or more public purposes, such as conservation, economic development, education, parks and recreation, public health, public safety, and programs for older individuals, by an eligible nonprofit organization or institution which is exempt from taxation in the State under section 501 of the Internal Revenue Code of 1954 for the purpose of education or public health (including research for any such purpose), or by an eligible nonprofit tax-exempt activity for programs for older individuals.

(c) When the property is picked up by or shipped to a State agency, the State certifies that it has available adequate funds, facilities, and personnel to effect accountability, warehousing, proper maintenance, and distribution of the property.

(d) When the property is distributed by a State agency to a donee, or when delivery is made direct from a holding agency to a donee, that the donee who is acquiring the property is eligible within the meaning of the Act and the regulations of the General Services Administration, and that such property is usable and needed by the donee.

(2) With respect to donable property picked up by or shipped to a State agency, the State agency agrees to the following:

(a) The right to possession only is granted and the State agrees to make prompt statewide distribution of the same, on a fair and equitable basis, to donees eligible to acquire property under section 203(j) of the Act and regulations of the General Services Administration, after such eligible donees have properly executed the appropriate certifications and agreements established by the State agency and/or the General Services Administration.

(b) Title to such property shall remain in the United States of America although the State shall have taken possession thereof. Conditional title to the property shall pass to the eligible donee when it executes the certifications and appropriate agreements required by the State agency and has taken possession of the property.

(c) The State agency further agrees that it will pay promptly the cost of care, handling, and shipping incident to taking possession of such property and that during the time the title remains in the United States of America, it will be responsible, as a bailee for mutual benefit, for such property from the time it is released to the State agency or to the transportation agent designated by the State agency; and that in the event of any loss of or damage to any or all of the property, it will file such claim and/or institute and prosecute to conclusion such proceedings as may be necessary to recover for the account of the United States of America the fair value of any such property lost or damaged.

(d) No surplus property hereafter approved for transfer by the General Services Administration shall be retained by the State agency for use in performing its functions unless such property use is authorized by the General Services Administration in accordance with the provisions of a cooperative agreement entered into between the State agency and the General Services Administration.

(3) Where an applicant State agency is acting under an interstate distribution agreement approved by the General Services Administration as an agent and authorized representative of an adjacent State with which it shares a common boundary, the certifications and agreements required above shall also be made by the applicant State agency respecting the donees in such adjacent State to which distribution will be made and the property to be distributed in the adjacent State, and such certifications and agreements shall constitute the certifications and agreements to the adjacent State on whose behalf and as whose authorized representative the applicant State agency is acting.

b. **SERVICE EDUCATIONAL ACTIVITY.** Pursuant to section 203(j) of the Act and regulations promulgated thereunder, and a designation of

sonal property listed in block 12 is requested. It is hereby certified that (1) the signer is appropriately authorized; (2) the property is usable and necessary to carry out the educational purposes of the transferee, is required for use to fill an existing need, and will be used for such purposes within 1 year after it is obtained; and (3) funds are available and will be paid, when requested, to cover cost of care and handling incident to the donation, including packing preparation for shipment, loading, and transporting such property.

c. **PUBLIC AIRPORT.** Pursuant to the Act and section 13(g) of the Surplus Property Act of 1944, 58 Stat. 770, as amended, and regulations promulgated thereunder, request is hereby made for the property listed in block 12. The transferee agrees that (1) funds are available to pay the costs of care and handling incident to donation, including packing, preparation for shipping, loading, and transporting such property; and (2) if such property is donated to the transferee it will (a) not be used, sold, salvaged, or disposed of for other than airport purposes without the consent of the Federal Aviation Administration; (b) be kept in good repair; (c) be used for airport purposes; (d) be appropriately marked as Federal surplus property and will be made available for inspection upon request; and (e) at the option of the United States, revert to the United States in its then existing condition, if all the aforesaid conditions are not met, observed, or complied with.

d. **STATE AGENCY SERVICE EDUCATIONAL ACTIVITY, PUBLIC AIRPORT, OR DONEE.**

(1) Assurance of Compliance With GSA regulations, under Title VI of the Civil Rights Act of 1964, section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and section 303 of the Age Discrimination Act of 1975.

The transferee agrees that (a) the program, for or in connection with which any property covered by this transfer order is acquired by the transferee, will be conducted in compliance with, and the transferee will comply with and will require any other person (any legal entity), who through contractual or other arrangements with the transferee is authorized to provide services or benefits under said program, to comply with all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2 or 101.8) issued under the provisions of Title VI of the Civil Rights Act of 1964, section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall, on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the transferee receives Federal assistance from the General Services Administration; (b) this agreement shall be subject in all respects to the provisions of said regulations; (c) this agreement shall obligate the transferee and any other person (any legal entity), who through contractual or other arrangements with the transferee is authorized to provide services or benefits under said program, for the period during which it retains ownership or possession of any such property; (d) the transferee will promptly take, and continue to take, such action as may be necessary to effectuate this agreement; (e) the United States shall have the right to seek judicial enforcement of this agreement; and (f) this agreement shall be binding upon any successor in interest.

(2) The transferee agrees that the Government assumes no liability for any damages to the property of the State or donee, any person, or public property, or for the personal injuries, illness, disabilities or death to employees of the State or donee, any other person subject to their control or any other person including members of the general public, arising from or incident to the property use, processing, disposition, or any subsequent operation performed upon, exposure to or contact with any component, part, constituent or ingredient of this item, or substance, or material whether intentional or accidental. The State and/or donee agrees to hold harmless and indemnify the Government for any and all costs, judgment, action, debt, liability costs and attorney's fees or any other request for monies or any type of relief arising from or incident to the transfer, donation, use, processing, disposition, or any subsequent operation performed upon, exposure to or contact with any component, part, constituent or ingredient of this item, material or substance, whether intentional or accidental.

## STATEMENT OF ADMINISTRATIVE ACTIONS

### 2. OFFICIAL SIGNING IN BLOCK 14b AS REPRESENTATIVE OF:

a. **DEPARTMENT OF DEFENSE.** The Department of Defense (DLA or Sponsoring Military Service) has determined that the personal property listed in block 12 is authorized and approved for donation to the service educational activity in block 13a (subject to any interim request by a Federal agency).

b. **FEDERAL AVIATION ADMINISTRATION.** The Administrator of the Federal Aviation Administration has determined that the surplus personal property listed in block 12 is essential, suitable, or desirable for the development, improvement, operation, or maintenance of a public airport, or reasonably necessary to fulfill the immediate and/or

able future requirements of the grantee for the development, improvement, operation, or maintenance of a public airport.

3. **OFFICIAL SIGNING IN BLOCK 14e AS REPRESENTATIVE OF GENERAL SERVICES ADMINISTRATION:** The surplus personal property listed in block 12, except any disapproved items, is approved for transfer for donation purposes. Property listed hereon requested for transfer by a State agency is hereby allocated to that State. Such property will be held by the holding agency for a period not to exceed 42 calendar days from the surplus release date pending receipt of pickup or shipping instructions, whereupon it will be released to the donee.